

**PRETRIAL SERVICES  
PRETRIAL OFFICER I  
Location: District 48 – Franklin County**

**Position Purpose**

Responsible for conducting background interviews and assessments with defendants, providing pretrial release and investigative services for trial courts.

**Examples of Duties**

- Interview defendants in jail within 12 hours of incarceration
- Complete required assessments
- Present information to trial courts for pretrial release and diversion
- Formulate diversion and conditional release contracts
- Monitor compliance with conditions of contract
- Submit detailed written reports to the appropriate entities
- Keep statistics for the preparation of monthly reports
- Broker community resources for diversion and conditional release
- Other duties as assigned

**Minimum Qualifications**

Education/Certification: 4 year college degree

Required Knowledge: None

Experience required: None; experience will substitute for education 1:1

Skills/Abilities: Basic computer skills

Effective communication skills – written and oral

Some travel required

*Department: Pretrial Services*

*Job Code: 701*

*Tenured: Yes*

*Position Grade: 7*

*Entry Level Salary: \$12.67 hourly (includes shift differential)*

*Revised: 2/06*

**Shift: Days, nights, weekends and holidays  
Part-Time 80 hour Position with No State Benefits**

**The Court of Justice Personnel Policies Section 6.03(2) prohibits the hiring  
of retired state government employees**

**Deadline:** Court of Justice Applications must be received by close of business or

postmarked by **August 4, 2006**, and should be submitted to:

AOC Personnel Department  
Administrative Office of the Court  
100 Millcreek Park  
Frankfort, Kentucky 40601

**Equal Opportunity Employer**